

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA

QUENTIN N. BURDICK UNITED STATES COURTHOUSE
655 1ST AVENUE NORTH, SUITE 210
FARGO, ND 58102-4932

ELLEN A. JOHANSON
CLERK

TELEPHONE NUMBER 701-297-7100
FAX NUMBER 701-297-7105

To: Bankruptcy Attorneys

From: Ellen A. Johanson, Clerk
U.S. Bankruptcy Court

Date: April 27, 2004

Re: Creditor Matrix

In preparing for our conversion to electronic case management as well as electronic filing for you, we are beginning to make small changes that are currently available to you as a debtor's attorney. We can now accept your creditor matrix on a 3.5" diskette, CD or via e-mail. This should save you and your clerical staff time, as well as copy costs. It will save the clerk's office a great deal of scanning, editing and in-put time. We hope you and your clerical staff are interested in trying this as it will now be our preferred manner of accepting the creditor matrix. Some of the changes are noted as follows with complete instructions attached:

- Submit the creditor matrix filed in each bankruptcy case in ".txt" format on a 3.5" diskette, CD or e-mailed to creditor_matrix@ndb.uscourts.gov. The creditor matrix in electronic format will be submitted in lieu of the "hard copy" mailing list. The "Verification of Creditor Matrix" form will be submitted with the petition.
- The file containing the creditor matrix will be identified by using the debtor's first name initial and last name (e.g., "dsmith.txt"). Multiple cases filed at the same time may be submitted on one diskette, CD or e-mail. For your convenience a small supply of diskettes will be available in the Clerk's Office for distribution.
- In addition to the submission of the matrix in electronic format, also the list will be in a single column placed against the left margin rather than aligned in the center of the page. Two blank lines should be left between each name/address block.

Please call us with any questions or ideas.

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INSTRUCTIONS - FOR PREPARATION OF CREDITOR MATRIX

The mailing list of creditors is used whenever notice must be given to creditors. To ensure the accuracy of the court's records, the following guidelines must be strictly adhered to:

- Type the list in a single column placed against the left margin. Do **NOT** leave spaces to the left of the column **or** center the column.
- Do **NOT** use all CAPITAL letters or **bold** or *italicized* print.
- List creditors alphabetically.
- Do **NOT** include the following people. They will automatically be retrieved by the computer database. 1.) Debtor; 2) Joint Debtor; 3) Attorney for the Debtor(s); 4) Trustee; 5) U.S. Trustee
- Provide a full (i.e. three- or four-line) address, unless a creditor has its own zip code (e.g., Reader's Digest, Pleasantville, NY 10570).
- Limit each creditor's name and address to five lines, single-spaced.
- Limit each line of a name or address to 40 characters and/or spaces.
- Place any attention line on the second line of the name/address block.
- Use the correct postal abbreviation for each state (e.g., ND for North Dakota).
- Place the zip code on the last line of the name/address block. Type nine-digit zip codes with a hyphen separating the two groups of numbers (e.g., 00000-0000).
- Leave at least two blank lines between each name/address block.
- Avoid stray or extra marks on the list (e.g., letterhead, dates, debtor's name, page numbers, hyphens, dashes, slashes, commas).
- A Verification of Creditor Matrix with signatures must be filed with the petition (sample attached). It is important to provide a complete matrix with all creditors names and addresses to ensure all parties receive proper notice and timely service.
- Save the mailing list in an ASCII file format with an appropriate text extension (e.g., **txt**). The file containing the mailing list shall be identified by using the debtor's first name initial and last name (e.g., "dsmith.txt").

EXAMPLE CREDITOR LIST: *Courier 12 pitch*

First City National Bank
of Beaumont
PO Box 3391
Beaumont TX 77704

Flex Northwest
1540 NW 46th St
Seattle WA 98372

General Welding Supply Co
PO Box 3617
Baltimore MD 20984

George S Bush Export Inc
1400 Exchange Building
Buffalo NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success NY 11042

Gus Electronics
Marine Division
3700 West 61st Ave
Anchorage AK 99502

Hansberrys Appliance
Parts Division
400 9th Ave N
Seattle WA 98109

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IN RE:

CASE NO. _____

Debtors.

VERIFICATION OF CREDITOR MATRIX

The above named Debtor(s) hereby verifies that the submitted list of creditors is true and correct to the best of our knowledge.

Date:

Debtor signature

Date:

Joint Debtor signature